

## ***Documentation in Support of Disability Retirement Application***

This package contains the forms applicants for disability retirement from civilian Federal service need to complete. You should have received with this package a pamphlet entitled: "Information About Disability Retirement." If you did not receive the informational pamphlet, ask your agency to give you one. This package contains the following forms: Standard Form 3112A, "Applicant's Statement of Disability," Standard Form 3112B, "Supervisor's Statement," Standard Form 3112C, "Physician's Statement," Standard Form 3112D, "Agency Certification of Reassignment and Accommodation Efforts," and Standard Form 3112E, "Disability Retirement Application Checklist".

You should keep one copy each of the completed forms for your own records. Your agency will send the originals of each form to the Office of Personnel Management (OPM). You must obtain the evidence that will enable OPM to decide that your disease or injury is so severe that you can no longer perform useful or efficient service, or that you have a medical condition that requires restrictions from critical duties of your job.

You can help us in speeding the processing of your application. Make sure all information requested on the forms is provided. Put a copy of your position description with the forms you give your doctor(s). See that the information you submit contains diagnosis, prognosis, and a treatment plan dated no more than 60 days before the date your application is filed. Although we accept all medical evidence about your disease or injury, current evidence provides the best support of your application.

**If you are applying for disability retirement under the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS) with offset service,** you must document that you have applied for Social Security disability benefits. The application receipt or award notice that you receive when you apply for Social Security benefits should be attached to your application. Your application cannot be completely processed without this information. **Important:** If Social Security awards you benefits, your payments from OPM must be reduced starting on the date the Social Security award started. Since this may result in an overpayment of our benefits, you should *not* spend any of the money from Social Security until your annuity from OPM has been reduced and OPM has billed you for any overpayment. OPM is required by law to collect any annuity overpayment. If any or all of the overpayment cannot be repaid, OPM may have to start debt collection procedures.

**If you are still an employee,** return all the completed forms and associated documents to your agency's personnel office. Your personnel office will assemble your disability retirement application package and send it to OPM. Please follow up with those individuals who have your forms to complete and make sure the completed forms get to your personnel office. Also, periodically check with your personnel office to be sure they send your application to OPM.

**If you have been separated from Federal service for more than 31 days,** you need to give each form to the appropriate individual and ask that the completed forms be *returned to you* so that you can assemble your disability retirement application package yourself and send it to OPM at:

U.S. Office of Personnel Management  
Retirement Operations Center  
P.O. Box 45  
Boyers, PA 16017-0045

OPM *must receive* your application not more than *one year* after the date you separated from your position. If you are unable to get all the information requested, do *not* delay submitting your Standard Form 3112A to OPM. See the accompanying pamphlet for an explanation of exceptions.